

## **2005 EEO PUBLIC INSPECTION FILE REPORT**

### **PURPOSE**

The purpose of WOUB's equal employment opportunity (EEO) Public File Report is to meet and comply with the Federal Communications Commission (FCC) rules for broadcasters and multi-channel video program distributors, which became effective on March 10, 2003. Under the specific EEO program requirements, broadcasters must comply with three key components: (A) outreach/recruitment, (B) recordkeeping and reporting, and (C) self-analysis of EEO efforts. The FCC has established a three-pronged outreach and recruitment requirement. Prong 1 requires broadcasters to recruit for all full-time vacancies and widely disseminate information concerning each full-time vacancy. Prong 2 requires broadcasters to provide notification of all full-time job vacancies to organizations who request such notifications. Prong 3 requires broadcasters to engage in a certain number of longer-term recruitment initiatives from a "menu" of options, depending on the size of the station employment unit. WOUB is required to engage in four recruitment initiatives over a two-year period.

### **CONTENTS**

This Public File Report will provide the following information:

- A list of all full-time jobs filled by WOUB during the previous year, identified by job title;
- For *each* such vacancy, a list of the recruitment sources used to fill those vacancies (including organizations entitled to notification pursuant to Prong 2, which should be separately identified), identified by name, address, contact person and telephone number;
- For each full-time vacancy during the previous year, the recruitment source for the person hired, and the recruitment source for *each* person interviewed;
- Data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies;
- A list and brief description of Prong 3 initiatives implemented during the previous year.

## 2005 EEO PUBLIC INSPECTION FILE REPORT

Ohio University Telecommunications Center, Athens, Ohio

June 1, 2004 – May 31, 2005

### Full-Time Positions Filled

Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy, including organizations entitled to notification (See attached list for contact info)	Number Interviewed	Number Hired
Audio Supervisor	1/5/05	5/1/05	<ul style="list-style-type: none"> <li>Historically Black Colleges and Universities list</li> <li>Organizations with Recruitment Services for Women, Minorities, Handicapped, and Veterans List</li> <li>Colleges with Significant Numbers of Hispanic Students List</li> <li>Women's Colleges List</li> <li>PBS Connect Forums</li> <li>HigherEdJobs.com</li> <li>TVJobs.com</li> <li>Ohio University website</li> </ul>	4	1

Full-Time Positions Filled						
	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy, including organizations entitled to notification (See attached list for contact info)	Number Interviewed	Number Hired
	Traffic & Promotions Coordinator	1/5/05	3/11/05	<ul style="list-style-type: none"> <li>Historically Black Colleges and Universities list</li> <li>Organizations with Recruitment Services for Women, Minorities, Handicapped, and Veterans List</li> <li>Colleges with Significant Numbers of Hispanic Students List</li> <li>Women's Colleges List</li> <li>PBS Connect Forums</li> <li>HigherEdJobs.com</li> <li>TVJobs.com</li> <li>Ohio University website</li> </ul>	2	1
	Volunteer and Major Giving Initiative Coordinator	1/5/05	1/10/05	<ul style="list-style-type: none"> <li>None (Exigent Circumstances: see explanation in Notes below)</li> </ul>	1	1

<b>Full-Time Positions Filled (continued)</b>						
	<b>Position Title</b>	<b>Date Open</b>	<b>Date Filled</b>	<b>Recruitment Source(s) utilized to fill the vacancy, including organizations entitled to notification (See attached list for contact info)</b>	<b>Number Interviewed</b>	<b>Number Hired</b>
	<b>Broadcast Technician (classified)</b>	3/29/04	6/1/04, 8/9/04	<ul style="list-style-type: none"> <li>• Historically Black Colleges and Universities list</li> <li>• Organizations with Recruitment Services for Women, Minorities, Handicapped, and Veterans List</li> <li>• Colleges with Significant Numbers of Hispanic Students List</li> <li>• Women's Colleges List</li> <li>• NPR/DACS, PBS, and PBS Express electronic bulleting boards on PBS Express</li> <li>• HigherEdJobs.com</li> <li>• TVJobs.com</li> <li>• Ohio University website</li> <li>• The Columbus Dispatch</li> <li>• The Athens Messenger</li> </ul>	8	2
<b>TOTAL</b>					<b>15</b>	<b>5</b>

Notes:

Effective February 17, 2003, Ohio University is operating under a hiring freeze. Classified (hourly) and administrative positions must be approved by the Ohio University Executive Hiring Committee. For information, see [http://www.uhr.ohiou.edu/whatsnew\\_hiring\\_freeze.htm](http://www.uhr.ohiou.edu/whatsnew_hiring_freeze.htm).

Understanding the three components of the EEO program requirements (outreach/recruitment; recordkeeping and reporting; and self-analysis of EEO efforts), WOUB had an extenuating circumstance that precipitated obtaining a university waiver to hire an African American female for the position of Volunteer and Major Giving Initiative Coordinator.

On January 5, 2005, Carolyn Bailey Lewis, general manager of WOUB, requested a waiver from William Smith, Ohio University Executive Assistant to the President for Institutional Equity, to hire Carol Carter as WOUB's full-time Volunteer and Major Giving Initiative Coordinator. WOUB had been discussing the need for a volunteer coordinator for several years and has more recently been involved in CPB's Major Giving Initiative without staff support. The waiver was approved both by the university's Executive Office Employment Committee and by Institutional Equity.

The general manager's husband died in October, 2004. Dealing with a disability, the general manager required assistance in her home by January so as not to have to leave Ohio University--her position, home, community, and Ph.D. program in which she is enrolled. Ms. Carter met the requirements for both the position, and, having been a long-time friend of the general manager, was willing to relocate to Athens, Ohio, to assist with her special needs at home.

Information Regarding Recruitment Sources Contacted for Full-Time Vacancies				
June 1, 2004 – May 31, 2005				
No.	Recruitment Source [Company Name, Address]	Contact Person [Name, Telephone]	Total Interviewed	Entitled To Notification? [Y/N]
<b>Direct sources</b> (announcements sent via mail for posting)				
1	Historically Black Colleges and Universities list	See attached.		N
2	Organizations with Recruitment Services for Women, Minorities, Handicapped, and Veterans list	See attached.		N
3	Colleges with Significant Numbers of Hispanic Students list	See attached.		N
4	Women's Colleges list	See attached.		
<b>Online sources</b> (bulletin boards, lists, websites)				
5	PBS Connect Forums	None, self-posted		N
6	HigherEdJobs.com	<a href="http://higherjobs.com">http://higherjobs.com</a>	2	N
7	TVJobs.com	<a href="http://tvjobs.com">http://tvjobs.com</a>		N
8	Ohio University website	<a href="http://www2.uhr.ohiou.edu/Employment">http://www2.uhr.ohiou.edu/Employment</a> Ohio University Human Resources Ms. Betty Rex, <a href="mailto:rex@ohio.edu">rex@ohio.edu</a> 740-593-1636	9	Y

Information Regarding Recruitment Sources Contacted for Full-Time Vacancies (continued)				
June 1, 2004 – May 31, 2005				
No.	Recruitment Source [Company Name, Address]	Contact Person [Name, Telephone]	Total Interviewed	Entitled To Notification? [Y/N]
<b>Print sources</b> (newspapers, publications)				
9	The Athens Messenger 9300 Johnson Road Athens, OH 45701	Christina/Classifieds, 740-592-6612	1	N
10	The Columbus Dispatch 5300 Crosswind Drive Columbus, OH 43228	Candace/Classifieds, 614-461-5042	1	N
TOTAL			13	

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The Telecommunications Center follows all policies and procedures of Ohio University, an instrumentality of the State of Ohio, for hiring and EEO. No interviews for the reporting period were conducted by sources external to Ohio University.

Applicants are asked to provide referral sources on a optional/voluntary basis.

**Prong 3 Longer-Term Recruitment Initiatives Implemented**

June 1, 2004 – May 31, 2005

<b>No.</b>	<b>Date</b>	<b>Initiative</b>	<b>Description</b>	<b>Scope of Involvement</b>	<b>Personnel Involved</b>
1	10/25/04	Co-Hosting of Student Broadcast Opportunities Career Fair with organizations in the academic, business, and professional community whose membership includes substantial participation by women and minorities	Communications Career Connection held at Baker Center at Ohio University	Representation and distribution of marketing, informational, promotional, and career opportunity materials to college students and college graduates.	Mike Rodriguez, Director of Student Professional Development
2	Ongoing	Student Professional Development Program to train student volunteers in practical and professional operations of public broadcasting in radio and television, to include working in an environment where no person is discriminated against in employment because of race, color, religion, national origin, or sex.	Ohio University students and volunteers work in all aspects of production of public radio and television programming	Students and volunteers receive hands-on training and mentoring.	Mike Rodriguez, Director of Student Professional Development  WOUB Radio and TV staff

**Prong 3 Longer-Term Recruitment Initiatives Implemented (continued)**

June 1, 2004 – May 25, 2005

<b>No.</b>	<b>Date</b>	<b>Initiative</b>	<b>Description</b>	<b>Scope of Involvement</b>	<b>Personnel Involved</b>
3	Ongoing	Graduate Masters Degree Program in public broadcasting management for students who are women and people of color	Students participate in graduate level study a career with specialized skills through course work in the School of Telecommunications and professional work at the Telecommunications Center. Students receive \$15,000 plus tuition for four quarters. Requirements are three years of full-time work in public broadcasting, and a baccalaureate degree, with at least a 2.5 grade point average.	Originally funded by the Corporation for Public Broadcasting (CPB), the costs are now absorbed by Ohio University since funding from CPB ceased. Ohio University has supported this effort solely for at least ten years. Telecommunications Center staff provide professional mentoring, training, and advisory support.	Carolyn Bailey Lewis, Director and General Manager  WOUB Radio and TV staff
4		For other initiatives implemented during the 2-year term, see the EEO Public File Report for the prior year.			

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While the hiring freeze limits the recruiting ability of the Telecommunications Center, the Telecommunications Center actively participates in career and recruitment events designed to expose potential applicants to career opportunities in broadcasting.

## Historically Black Colleges and Universities

Alabama A & M University  
Human Resources  
PO Box 998  
Normal AL 35762

Alabama State University  
Human Resources  
PO Box 27  
Montgomery AL 36101-0271

Albany State University  
Human Resources  
504 College Dr.  
Albany GA 31705

Alcorn State University  
Human Resources  
1000 ASU Drive 900  
Alcorn State MS 39096-7500

Allen University  
Human Resources  
1530 Harden St  
Columbia SC 29204

Arkansas Baptist College  
Human Resources  
Dr Martin Luther King Jr Dr  
Little Rock AR 72202

Barber-Scotia College  
Human Resources  
145 Cabarrus Ave, West  
Concord NC 28205

Benedict College  
Human Resources  
1600 Harden St  
Columbia SC 29204

Bennett College  
Human Resources  
900 E. Washington St  
Greensboror NC 27401

Bethune-Cookman College  
Human Resources  
640 Dr Mary McLeod Bethune  
Daytona Beach FL 32114-3099

Bluefield State College  
Human Resources  
219 Rock St  
Bluefield WV 24701-2198

Bowie State University  
Human Resources  
14000 Jericho Park Rd  
Bowie MD 20715-9465

Central State University  
Human Resources  
1400 Brush Row Rd  
Wilberforce OH 45384

Cheyney University of PA  
Human Resources  
Cheyney and Creek Roads  
Cheyney PA 19319

Chicago State University  
Human Resources  
9501 South King Dr  
Chicago IL 60628

Claflin College  
Human Resources  
700 College Ave, NE  
Orangeburg SC 29155

Clark Atlanta University  
Human Resources  
223 James P Brawley Dr, SW  
Atlanta GA 30314

Concordia College  
Human Resources  
1804 Green St  
Selma AL 36701

Coppin State College  
Human Resources  
2500 West North Ave  
Baltimore MD 2121

Delaware State University  
Human Resources  
Dover DE 19901-2277

Dillard University  
Human Resources  
2601 Gentilly Blvd  
New Orleans LA 70122

Edward Waters College  
Human Resources  
1658 Kings Rd  
Jacksonville FL 32209

Elizabeth City State University  
Human Resources  
1704 Weeksville Rd  
Elizabeth City NC 27909

Fayetteville State University  
Human Resources  
1200 Murchison Rd  
Fayetteville NC 28301-4298

Fisk University  
Human Resources  
1000 Seventeenth Ave North  
Nashville TN 37208

Florida A & M University  
Human Resources  
Wahnish Way & Gamble St  
Tallahassee FL 32307

Florida Memorial College  
Human Resources  
15800 NW 42 Ave  
Miami FL 33054

## Historically Black Colleges and Universities

Fort Valley State University  
Human Resources  
1005 State University Dr  
Fort Valley GA 31030

Grambling State University  
Human Resources  
Grambling LA 71245

Hampton University  
Human Resources  
Hampton VA 23668

Harris-Stowe State College  
Human Resources  
3026 Laclede Ave  
St. Louis MO 63103

Howard University  
Human Resources  
2400 Sixth St NW  
Washington DC 20059

Huston-Tillotson College  
Human Resources  
900 Chicon St  
Austin TX 78702

Jackson State University  
Human Resources  
1400 Lynch St  
Jackson MS 39217

Jarvis Christian  
Human Resources  
PO Box 1470  
Hawkins TX 75765

Johnson C Smith University  
Human Resources  
100 Beatties Ford Rd  
Charlotte NC 28216

Kentucky State University  
Human Resources  
400 East Main St  
Frankfort KY 40601

Knoxville Business College  
Human Resources  
720 North Fifth Ave  
Knoxville TN 37917

Lane College  
Human Resources  
545 Lane Ave  
Jackson TN 38301

Langston University  
Human Resources  
222 Page Hall  
PO Box 1205  
Langston OK 73050

Lemoyne-Owen College  
Human Resources  
807 Walker Ave  
Memphis TN 38126

Lincoln University  
Human Resources  
1570 Old Baltimore Pike  
PO Box 179  
Lincoln University PA 19352

Lincoln University of Missouri  
Human Resources  
820 Chestnut St  
Jefferson City MO 65101

Livingstone College  
Human Resources  
701 W Monroe St  
Salisbury NC 28144

Martin University  
Human Resources  
2171 Avondale Place  
Indianapolis IN 46218

Medgar Evers College  
Human Resources  
1150 Carroll Street  
Brooklyn NY 11225

Miles College  
Human Resources  
5500 Myron Massey Blvd  
Fairfield AL 35064

Mississippi Valley State University  
Human Resources  
14000 Highway 82 West  
Itta Bena MS 38941

Morehouse College  
Human Resources  
830 West College St  
Atlanta GA 30314

Morgan State University  
Human Resources  
1700 East Cold Spring Lane  
Baltimore MD 21251

Morris Brown College  
Human Resources  
643 Martin Luther King Jr Dr  
Atlanta GA 30314

Morris College  
Human Resources  
100 West College St  
Sumter SC 29150

Norfolk State University  
Human Resources  
700 Park Ave  
Norfolk VA 23504

North Carolina A & T State University  
Human Resources  
1601 East Market St  
Greensboro NC 27411

## Historically Black Colleges and Universities

North Carolina Central University  
Human Resources  
1801 Fayetteville St  
PO Box 19617  
Durham NC 27707

Oakwood College  
Human Resources  
7000 Adventist Blvd  
Huntsville AL 35896

Paine College  
Human Resources  
1235 15<sup>th</sup> St  
Augusta GA 30901

Paul Quinn College  
Human Resources  
3837 Simpson Stuart Rd  
Dallas TX 75241

Philander Smith College  
Human Resources  
812 West 13<sup>th</sup> St  
Little Rock AR 72202

Prairie View A & M University  
Human Resources  
PO Box 4019  
Prairie View TX 77446-4019

Rust College  
Human Resources  
150 Rust Ave  
Holly Springs MS 38635

Saint Augustine's College  
Human Resources  
1315 Oakwood Ave  
Raleigh NC 27610-2298

Saint Paul's College  
Human Resources  
115 College Dr  
Lawrenceville VA 23868

Savannah State University  
Human Resources  
PO Box 20411  
Savannah GA 31404

Selma University  
Human Resources  
101 Lapsley St  
Selma AL 36701

Shaw University  
Human Resources  
118 East South St  
Raleigh NC 27601

Shorter College  
Human Resources  
315 Shorter Ave  
Rome GA 30165

Sojourner-Douglass College  
Human Resources  
500 North Caroline St  
Baltimore MD 21205-1898

South Carolina State University  
Human Resources  
300 College St NE  
Orangeburg SC 29117

Southern University and A & M  
College  
Human Resources  
PO Box 9820  
Baton Rouge LA 70813

Southern University at New  
Orleans  
Human Resources  
6400 Press Dr  
New Orleans LA 70126

Southwestern Christian College  
Human Resources  
PO Box 10  
Terrell TX 75160

Spelman College  
Human Resources  
350 Spelman Lane SW  
Atlanta GA 30314-4399

Stillman College  
Human Resources  
PO Box 1430  
Tuscaloosa AL 35403

Talladega College  
Human Resources  
627 West Battle St  
Talladega AL 35160

Tennessee State University  
Human Resources  
3500 John A Merritt Blvd  
Nashville TN 37209

Texas College  
Human Resources  
2404 North Grande Ave  
Tyler TX 75712

Texas Southern University  
Human Resources  
3100 Cleburne Ave  
Houston TX 77004

Tougaloo College  
Human Resources  
500 W County Line Rd  
Tougaloo MS 39174

Tuskegee University  
Human Resources  
101 Kresge Center  
Tuskegee AL 36088

University of Arkansas at Pine Bluff  
Human Resources  
1200 North University  
Pine Bluff AR 71601

## Historically Black Colleges and Universities

University of Maryland Eastern  
Shore  
Human Resources  
13801 Coastal Highway  
Ocean City MD 21842

University of the Virgin Islands  
Human Resources  
# 2 John Brewer's Bay  
St Thomas USVI 00802-9990

Vorhees College  
Human Resources  
PO Box 678  
Denmark SC 29042

Wiley College  
Human Resources  
711 Wiley Ave  
Marshall TX 75670

University of the District of  
Columbia  
Human Resources  
4200 Connecticut Ave NW  
Washington DC 20008

Virginia State University  
Human Resources  
Virginia Hall #101  
Petersburg VA 23806

West Virginia State College  
Human Resources  
PO Box 1000  
Institute WV 25112-1000

Winston-Salem State University  
Human Resources  
601 Martin Luther King Jr Dr  
Winston-Salem NC 27110

University of the Virgin Islands  
Human Resources  
RR 2, Box 10,000  
Kingshill St Croix USVI 00850-9781

Virginia Union University  
Human Resources  
1500 North Lombardy St  
Richmond VA 23220

Wilberforce University  
Human Resources  
PO Box 1001  
1055 N Bickett Rd  
Wilberforce OH 45384-1001

Xavier University of Louisiana  
Human Resources  
1 Drexel Dr  
New Orleans LA 70125

**Organizations with Recruitment Services for  
Women, Minorities, Handicapped, and Veterans**

American Council on Education  
Human Resources  
One Dupont Circle, NW Suite 300  
Washington, DC 20036-1110

American College Personnel  
Association  
Human Resources  
One Dupont Circle, NW, Suite 300  
Washington, DC 20036-1110

The Ohio Rehabilitation Services  
Commission  
Human Resources  
400 E. Campus View Blvd  
Columbus, OH 43235-4604

Women's Resource Center  
Attn: Job Listings  
University of Utah  
200 South Campus Dr. Rm 29.  
Salt Lake City, UT 84112

National Association of Colleges  
and Employers  
Human Resources  
62 Highland Ave.  
Bethlehem, PA 18017-9085

The Retired Officers Association  
Human Resources  
201 N. Washington St.  
Alexandria, VA 22314

The Women's Review of Books  
Center for Research on Women  
Wellesley College  
Human Resources  
Wellesley, MA 02481

The Black Scholar  
Human Resources  
PO Box 2869  
Oakland, CA 94609

### **Colleges with Significant Numbers of Hispanic Students**

Baruch College-CUNY  
Human Resources  
151 East 25 St.  
New York, NY 10010-5585

California State University-Long  
Fresno  
Human Resources  
5241 North Maple Ave  
Fresno, CA 93740

City College of New York (CUNY)  
Human Resources  
138<sup>th</sup> St. & Convent Ave  
New York, NY 10031

Mount Saint Mary's College  
Human Resources  
12001 Chalon Rd  
Los Angeles, CA 90049

Our Lady of the Lake University  
Human Resources  
411 SW 24<sup>th</sup> St.  
San Antonio, TX 78207-4689

Brooklyn College-CUNY  
Human Resources  
2900 Bedford Ave  
Brooklyn, NY 11210-2889

California State University-Los  
Angeles  
Human Resources  
5151 State University Dr  
Los Angeles, CA 90032-8240

New Mexico Highlands University  
Human Resources  
PO Box 48  
Las Vegas, CA 87701

Texas A & M International  
University  
Human Resources  
201 University Blvd.  
Laredo, TX 78041-1900

California State University-  
Bakersfield  
Human Resources  
9001 Stockdale Highway  
Bakersfield, CA 93311-1099

Hunter College-CUNY  
Human Resources  
695 Park Ave  
New York, NY 10021

New Mexico State University-Main  
Human Resources  
PO Box 30001  
Las Cruces, NM 88003-0001

Texas A & M University-Corpus  
Christi  
Human Resources  
University Services Center #121  
6300 Ocean Dr  
Corpus Christi, TX 78412

## Women's Colleges

Agnes Scott College  
Human Resources  
141 East College Ave.  
Decatur, GA 30030

College of St. Catherine  
Human Resources  
2004 Randolph Ave.  
St. Paul, MN 55105

Lesley College  
Human Resources  
29 Everett St.  
Cambridge, MA 02138-2790

Barnard College  
Columbia University  
Human Resources  
3009 Broadway  
New York, NY 10027-6598

Columbia College  
Human Resources  
Columbia, SC 29203

Madonna University  
Human Resources  
36600 Schoolcraft Rd  
Livonia, MI 48150-1173

Bennett College  
Human Resources  
900 East Washington St.  
Greensboro, NC 27401-3239

Converse College  
Human Resources  
580 East Main St.  
Spartanburg, SC 29302

Marymount College  
Human Resources  
100 Marymount Ave.  
Tarrytown, NY 10591

Bryn Mawr College  
Human Resources  
101 North Merion Ave.  
Bryn Mawr, PA 19010-2899

Emmanuel College  
Human Resources  
400 The Fenway  
Boston, MA 02115

Marywood College  
Human Resources  
2300 Adams Ave  
Scranton, PA 18509

Caldwell College  
Human Resources  
9 Ryerson Ave.  
Caldwell, NJ 07006

Georgian Court College  
Human Resources  
900 Lakewood Ave.  
Lakewood, NJ 08701

Meredith College  
Human Resources  
3800 Hillsborough St.  
Raleigh, NC 27607-5298

Carlow College  
Human Resources  
3333 Fifth Ave.  
Pittsburgh, PA 15213

Goucher College  
Human Resources  
1021 Dulaney Valley Rd.  
Towson, MD 21204

Mills College  
Human Resources  
5000 MacArthur Blvd.  
Oakland, CA 94613-1301

Chatham College  
Human Resources  
Woodland Rd.  
Pittsburgh, PA 15232

Gwynedd-Mercy College  
Human Resources  
Summeytown Pike  
Gwynedd Valley, PA 19437

Mississippi University for  
Women  
Human Resources  
Whitfield Hall, 2<sup>nd</sup> Floor  
W-Box 1609  
Columbus, MS 39701  
Molloy College  
Human Resources  
100 Hempstead Ave  
Rockville Centre, NY 11571-  
5002

College of Mt. St. Joseph of the  
Ohio  
Human Resources  
5701 Delhi Rd.  
Cincinnati, OH 45233-1670

Hollins University  
Human Resources  
PO Box 9628  
Roanoke, VA 24020-1620

## Women's Colleges

College of New Rochelle  
Human Resources  
29 Castle Place  
New Rochelle, NY 10805

College of St. Benedict  
Human Resources  
Main 230  
St. Joseph, MN 56374

Mount Mary College  
Human Resources  
2900 N. Menomonee River Prky.  
Milwaukee, WI 53222-4545

Nazareth College of Rochester  
Human Resources  
4245 East Ave.  
Rochester, NY 14610

Regis College  
Human Resources  
235 Wellesley St.  
Weston, MA 02193-1571

Rosemont College  
Human Resources  
1400 Montgomery Ave.  
Rosemont, PA 19010

Russell Sage Women's College  
Human Resources  
45 Ferry St.  
Troy, NY 12180

Lake Erie College  
Human Resources  
391 w. Washington St.  
Painesville, OH 44077

Salem College  
Human Resources  
Winston-Salem, NC 27108

Seton Hill College  
Human Resources  
Seton Hill Dr.  
Greensburg, PA 15610

Smith College  
Human Resources  
Northampton, MA 01063

Spelman College  
Human Resources  
350 Spelman Lane, SW  
Atlanta, GA 30314-4399

Stephens College  
Human Resources  
1200 E. Broadway  
Columbia, MO 65201

Moore College of Art & Design  
Human Resources  
20<sup>th</sup> St. & The Parkway  
Philadelphia, PA 19103-1179

Mount Holyoke College  
Human Resources  
50 South College St.  
South Hadley, MA 01075-1453

Sweet Briar College  
Human Resources  
Sweet Briar, VA 24595

Texas Women's University  
Human Resources  
1219 Oakland St.  
Denton, TX 79204

Ursuline College  
Human Resources  
2550 Lander Rd.  
Pepper Pike, OH 44124

Wellesley College  
Human Resources  
106 Central St.  
Wellesley, MA 02181

Wheaton College  
Human Resources  
Norton, MA 02766-0930

William Woods College  
Human Resources  
200 West 12<sup>th</sup> St.  
Fulton, MO 65251-1098

## **2004 EEO PUBLIC INSPECTION FILE REPORT**

### **PURPOSE**

The purpose of WOUB's equal employment opportunity (EEO) Public File Report is to meet and comply with the Federal Communications Commission (FCC) rules for broadcasters and multi-channel video program distributors, which became effective on March 10, 2003. Under the specific EEO program requirements, broadcasters must comply with three key components: (A) outreach/recruitment, (B) recordkeeping and reporting, and (C) self-analysis of EEO efforts. The FCC has established a three-pronged outreach and recruitment requirement. Prong 1 requires broadcasters to recruit for all full-time vacancies and widely disseminate information concerning each full-time vacancy. Prong 2 requires broadcasters to provide notification of all full-time job vacancies to organizations who request such notifications. Prong 3 requires broadcasters to engage in a certain number of longer-term recruitment initiatives from a "menu" of options, depending on the size of the station employment unit. WOUB is required to engage in four recruitment initiatives over a two-year period.

### **CONTENTS**

This Public File Report will provide the following information:

- A list of all full-time jobs filled by WOUB during the previous year, identified by job title;
- For *each* such vacancy, a list of the recruitment sources used to fill those vacancies (including organizations entitled to notification pursuant to Prong 2, which should be separately identified), identified by name, address, contact person and telephone number;
- For each full-time vacancy during the previous year, the recruitment source for the person hired, and the recruitment source for *each* person interviewed;
- Data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies;
- A list and brief description of Prong 3 initiatives implemented during the previous year.

## 2004 EEO PUBLIC INSPECTION FILE REPORT

Ohio University Telecommunications Center, Athens, Ohio

June 1, 2003 – May 22, 2004

### Full-Time Positions Filled

	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy, including organizations entitled to notification (See attached list for contact info)	Number Interviewed	Number Hired
	Managing Editor/ Reporter	10/20/03	3/8/04	<ul style="list-style-type: none"> <li>• Historically Black Colleges and Universities list</li> <li>• Organizations with Recruitment Services for Women, Minorities, Handicapped, and Veterans List</li> <li>• Colleges with Significant Numbers of Hispanic Students List</li> <li>• Women's Colleges List</li> <li>• NPR/DACS, PBS, and PBS Express electronic bulleting boards on PBS Express</li> <li>• HigherEdJobs.com</li> <li>• TVJobs.com</li> <li>• Ohio University website</li> <li>• The Daily Jeffersonian</li> <li>• The Athens News</li> <li>• The Athens Messenger</li> <li>• The Columbus Dispatch</li> <li>• The Marietta Daily Times</li> <li>• Current (public radio/TV weekly)</li> </ul>	2	1



Information Regarding Recruitment Sources Contacted for Full-Time Vacancies				
June 1, 2003 – May 22, 2004				
No.	Recruitment Source [Company Name, Address]	Contact Person [Name, Telephone]	Total Interviewed	Entitled To Notification? [Y/N]
<b>Direct sources</b> (announcements sent via mail for posting)				
1	Historically Black Colleges and Universities list	See attached.		N
2	Organizations with Recruitment Services for Women, Minorities, Handicapped, and Veterans list	See attached.		N
3	Colleges with Significant Numbers of Hispanic Students list	See attached.		N
4	Women's Colleges list	See attached.		
<b>Online sources</b> (bulletin boards, lists, websites)				
5	NPR/DACS, PBS, and PBS Express electronic bulletin boards on PBS Express	None, self-posted		N
6	HigherEdJobs.com	<a href="http://higherjobs.com">http://higherjobs.com</a>		N
7	TVJobs.com	<a href="http://tvjobs.com">http://tvjobs.com</a>		N
8	Ohio University website	<a href="http://www2.uhr.ohiou.edu/Employment">http://www2.uhr.ohiou.edu/Employment</a> Ohio University Human Resources Ms. Betty Rex, <a href="mailto:rex@ohio.edu">rex@ohio.edu</a> 740-593-1636	5	Y

Information Regarding Recruitment Sources Contacted for Full-Time Vacancies (continued)				
June 1, 2003 – May 22, 2004				
No.	Recruitment Source [Company Name, Address]	Contact Person [Name, Telephone]	Total Interviewed	Entitled To Notification? [Y/N]
<b>Print sources (newspapers, publications)</b>				
9	The Daily Jeffersonian 831 Wheeling Ave, P.O. Box 10 Cambridge, OH 43725	Charity/Classifieds, 740-439-3532 ext. 213		N
10	The Athens News 14 North Court St. Athens, OH 45701	Susan Mitchell/Classifieds, 740-594-8219		N
11	The Athens Messenger 9300 Johnson Road Athens, OH 45701	Christina/Classifieds, 740-592-6612		N
12	The Columbus Dispatch 5300 Crosswind Drive Columbus, OH 43228	Candace/Classifieds, 614-461-5042		N
13	The Marietta Daily Times 700 channel Lane, P.O. Box 635 Marietta, OH 45750	Sonja/Classifieds, 740-373-2121		N
14	The New Philadelphia Times Reporter 629 Wabash Ave, NW, P.O. Box 667 New Philadelphia, OH 44663	Jennifer/Classifieds, 330-364-8352 ext. 259		N
15	The Sunday Times Recorder 34 South 4 <sup>th</sup> Street Zanesville, OH 43701	Bud/Classifieds, 740-452-4561	1	N
16	Current 1612 K Street, N.W. Suite 704 Washington, DC 20006	Danielle/Classifieds, <a href="mailto:Danielle@current.org">Danielle@current.org</a> 202-463-7055		N
17	Newspaper Network of Central Ohio 70 West 4 <sup>th</sup> Street, Mansfield, OH 44901	Renatha/Classifieds, 419-524-3545		N
TOTAL			6	

Notes:

The Newspaper Network of Central Ohio handles classified ads for the Lancaster Eagle Gazette, Newark Advocate, Chillicothe Gazette, Mansfield News Journal, Mario Star, Coshocton Tribune, and Bucyrus Telegraph. Contact information is the same.

Effective February 17, 2003, Ohio University is operating under a hiring freeze. Classified (hourly) and administrative positions must be approved by the Ohio University Executive Hiring Committee. For information, see [http://www.uhr.ohiou.edu/whatsnew\\_hiring\\_freeze.htm](http://www.uhr.ohiou.edu/whatsnew_hiring_freeze.htm).

The Telecommunications Center follows all policies and procedures of Ohio University, an instrumentality of the State of Ohio, for hiring and EEO. No interviews for the reporting period were conducted by sources external to Ohio University.

### Prong 3 Longer-Term Recruitment Initiatives Implemented

June 1, 2003 – May 22, 2004

No.	Date	Initiative	Description	Scope of Involvement	Personnel Involved
1	8/23/03	African American Outreach/Participation in activity designed to further the goal of disseminating employment opportunity information to job candidates who might otherwise be unaware of such opportunities	Black Expo career and business development event held at the Columbus, Ohio Convention Center	Representation and distribution of marketing, informational, promotional, and career opportunity materials to African Americans.	Mike Rodriguez, Director of Student Professional Development
2	10/13/03	Co-Hosting of Student Broadcast Opportunities Career Fair with organizations in the academic, business, and professional community whose membership includes substantial participation by women and minorities	Communications Career Connection held at Baker Center at Ohio University	Representation and distribution of marketing, informational, promotional, and career opportunity materials to college students and college graduates.	Mike Rodriguez, Director of Student Professional Development
3	Ongoing	Student Professional Development Program to train student volunteers in practical and professional operations of public broadcasting in radio and television, to include working in an environment where no person is discriminated against in employment because of race, color, religion, national origin, or sex.	Ohio University students and volunteers work in all aspects of production of public radio and television programming	Students and volunteers receive hands-on training and mentoring.	Mike Rodriguez, Director of Student Professional Development  WOUB Radio and TV staff

<b>Prong 3 Longer-Term Recruitment Initiatives Implemented (continued)</b>					
June 1, 2003 – May 22, 2004					
<b>No.</b>	<b>Date</b>	<b>Initiative</b>	<b>Description</b>	<b>Scope of Involvement</b>	<b>Personnel Involved</b>
4	Ongoing	Graduate Masters Degree Program in public broadcasting management for students who are women and people of color	Students participate in graduate level study a career with specialized skills through course work in the School of Telecommunications and professional work at the Telecommunications Center. Students receive \$15,000 plus tuition for four quarters. Requirements are three years of full-time work in public broadcasting, and a baccalaureate degree, with at least a 2.5 grade point average.	Originally funded by the Corporation for Public Broadcasting (CPB), the costs are now absorbed by Ohio University since funding from CPB ceased. Ohio University has supported this effort solely for at least ten years. Telecommunications Center staff provide professional mentoring, training, and advisory support.	Carolyn Bailey Lewis, Director and General Manager  WOUB Radio and TV staff

Notes:

Effective February 17, 2003, Ohio University is operating under a hiring freeze. Classified (hourly) and administrative positions must be approved by the Ohio University Executive Hiring Committee. For information, see [http://www.uhr.ohiou.edu/whatsnew\\_hiring\\_freeze.htm](http://www.uhr.ohiou.edu/whatsnew_hiring_freeze.htm).

While the hiring freeze limits the recruiting ability of the Telecommunications Center, the Telecommunications Center actively participates in career and recruitment events designed to expose potential applicants to career opportunities in broadcasting.

## Historically Black Colleges and Universities

Alabama A & M University  
Human Resources  
PO Box 998  
Normal AL 35762

Alabama State University  
Human Resources  
PO Box 27  
Montgomery AL 36101-0271

Albany State University  
Human Resources  
504 College Dr  
Albany GA 31705

Alcorn State University  
Human Resources  
1000 ASU Drive 900  
Alcorn State MS 39096-7500

Allen University  
Human Resources  
1530 Harden St  
Columbia SC 29204

Arkansas Baptist College  
Human Resources  
Dr Martin Luther King Jr Dr  
Little Rock AR 72202

Barber-Scotia College  
Human Resources  
145 Cabarrus Ave, West  
Concord NC 28205

Benedict College  
Human Resources  
1600 Harden St  
Columbia SC 29204

Bennett College  
Human Resources  
900 E. Washington St  
Greensboro NC 27401

Bethune-Cookman College  
Human Resources  
640 Dr Mary McLeod Bethune  
Daytona Beach FL 32114-3099

Bluefield State College  
Human Resources  
219 Rock St  
Bluefield WV 24701-2198

Bowie State University  
Human Resources  
14000 Jericho Park Rd  
Bowie MD 20715-9465

Central State University  
Human Resources  
1400 Brush Row Rd  
Wilberforce OH 45384

Cheyney University of PA  
Human Resources  
Cheyney and Creek Roads  
Cheyney PA 19319

Chicago State University  
Human Resources  
9501 South King Dr  
Chicago IL 60628

Claflin College  
Human Resources  
700 College Ave, NE  
Orangeburg SC 29155

Clark Atlanta University  
Human Resources  
223 James P Brawley Dr, SW  
Atlanta GA 30314

Concordia College  
Human Resources  
1804 Green St  
Selma AL 36701

Coppin State College  
Human Resources  
2500 West North Ave  
Baltimore MD 2121

Delaware State University  
Human Resources  
Dover DE 19901-2277

Dillard University  
Human Resources  
2601 Gentilly Blvd  
New Orleans LA 70122

Edward Waters College  
Human Resources  
1658 Kings Rd  
Jacksonville FL 32209

Elizabeth City State University  
Human Resources  
1704 Weeksville Rd  
Elizabeth City NC 27909

Fayetteville State University  
Human Resources  
1200 Murchison Rd  
Fayetteville NC 28301-4298

Fisk University  
Human Resources  
1000 Seventeenth Ave North  
Nashville TN 37208

Florida A & M University  
Human Resources  
Wahnish Way & Gamble St  
Tallahassee FL 32307

Florida Memorial College  
Human Resources  
15800 NW 42 Ave  
Miami FL 33054

## Historically Black Colleges and Universities

Fort Valley State University  
Human Resources  
1005 State University Dr  
Fort Valley GA 31030

Grambling State University  
Human Resources  
Grambling LA 71245

Hampton University  
Human Resources  
Hampton VA 23668

Harris-Stowe State College  
Human Resources  
3026 Laclede Ave  
St. Louis MO 63103

Howard University  
Human Resources  
2400 Sixth St NW  
Washington DC 20059

Huston-Tillotson College  
Human Resources  
900 Chicon St  
Austin TX 78702

Jackson State University  
Human Resources  
1400 Lynch St  
Jackson MS 39217

Jarvis Christian  
Human Resources  
PO Box 1470  
Hawkins TX 75765

Johnson C Smith University  
Human Resources  
100 Beatties Ford Rd  
Charlotte NC 28216

Kentucky State University  
Human Resources  
400 East Main St  
Frankfort KY 40601

Knoxville Business College  
Human Resources  
720 North Fifth Ave  
Knoxville TN 37917

Lane College  
Human Resources  
545 Lane Ave  
Jackson TN 38301

Langston University  
Human Resources  
222 Page Hall  
PO Box 1205  
Langston OK 73050

Lemoyne-Owen College  
Human Resources  
807 Walker Ave  
Memphis TN 38126

Lincoln University  
Human Resources  
1570 Old Baltimore Pike  
PO Box 179  
Lincoln University PA 19352

Lincoln University of Missouri  
Human Resources  
820 Chestnut St  
Jefferson City MO 65101

Livingstone College  
Human Resources  
701 W Monroe St  
Salisbury NC 28144

Martin University  
Human Resources  
2171 Avondale Place  
Indianapolis IN 46218

Medgar Evers College  
Human Resources  
1150 Carroll Street  
Brooklyn NY 11225

Miles College  
Human Resources  
5500 Myron Massey Blvd  
Fairfield AL 35064

Mississippi Valley State University  
Human Resources  
14000 Highway 82 West  
Itta Bena MS 38941

Morehouse College  
Human Resources  
830 West College St  
Atlanta GA 30314

Morgan State University  
Human Resources  
1700 East Cold Spring Lane  
Baltimore MD 21251

Morris Brown College  
Human Resources  
643 Martin Luther King Jr Dr  
Atlanta GA 30314

Morris College  
Human Resources  
100 West College St  
Sumter SC 29150

Norfolk State University  
Human Resources  
700 Park Ave  
Norfolk VA 23504

North Carolina A & T State University  
Human Resources  
1601 East Market St  
Greensboro NC 27411

## Historically Black Colleges and Universities

North Carolina Central University  
Human Resources  
1801 Fayetteville St  
PO Box 19617  
Durham NC 27707

Oakwood College  
Human Resources  
7000 Adventist Blvd  
Huntsville AL 35896

Paine College  
Human Resources  
1235 15<sup>th</sup> St  
Augusta GA 30901

Paul Quinn College  
Human Resources  
3837 Simpson Stuart Rd  
Dallas TX 75241

Philander Smith College  
Human Resources  
812 West 13<sup>th</sup> St  
Little Rock AR 72202

Prairie View A & M University  
Human Resources  
PO Box 4019  
Prairie View TX 77446-4019

Rust College  
Human Resources  
150 Rust Ave  
Holly Springs MS 38635

Saint Augustine's College  
Human Resources  
1315 Oakwood Ave  
Raleigh NC 27610-2298

Saint Paul's College  
Human Resources  
115 College Dr  
Lawrenceville VA 23868

Savannah State University  
Human Resources  
PO Box 20411  
Savannah GA 31404

Selma University  
Human Resources  
101 Lapsley St  
Selma AL 36701

Shaw University  
Human Resources  
118 East South St  
Raleigh NC 27601

Shorter College  
Human Resources  
315 Shorter Ave  
Rome GA 30165

Sojourner-Douglass College  
Human Resources  
500 North Caroline St  
Baltimore MD 21205-1898

South Carolina State University  
Human Resources  
300 College St NE  
Orangeburg SC 29117

Southern University and A & M  
College  
Human Resources  
PO Box 9820  
Baton Rouge LA 70813

Southern University at New  
Orleans  
Human Resources  
6400 Press Dr  
New Orleans LA 70126

Southwestern Christian College  
Human Resources  
PO Box 10  
Terrell TX 75160

Spelman College  
Human Resources  
350 Spelman Lane SW  
Atlanta GA 30314-4399

Stillman College  
Human Resources  
PO Box 1430  
Tuscaloosa AL 35403

Talladega College  
Human Resources  
627 West Battle St  
Talladega AL 35160

Tennessee State University  
Human Resources  
3500 John A Merritt Blvd  
Nashville TN 37209

Texas College  
Human Resources  
2404 North Grande Ave  
Tyler TX 75712

Texas Southern University  
Human Resources  
3100 Cleburne Ave  
Houston TX 77004

Tougaloo College  
Human Resources  
500 W County Line Rd  
Tougaloo MS 39174

Tuskegee University  
Human Resources  
101 Kresge Center  
Tuskegee AL 36088

University of Arkansas at Pine Bluff  
Human Resources  
1200 North University  
Pine Bluff AR 71601

## Historically Black Colleges and Universities

University of Maryland Eastern  
Shore  
Human Resources  
13801 Coastal Highway  
Ocean City MD 21842

University of the Virgin Islands  
Human Resources  
# 2 John Brewer's Bay  
St Thomas USVI 00802-9990

Vorhees College  
Human Resources  
PO Box 678  
Denmark SC 29042

Wiley College  
Human Resources  
711 Wiley Ave  
Marshall TX 75670

University of the District of  
Columbia  
Human Resources  
4200 Connecticut Ave NW  
Washington DC 20008

Virginia State University  
Human Resources  
Virginia Hall #101  
Petersburg VA 23806

West Virginia State College  
Human Resources  
PO Box 1000  
Institute WV 25112-1000

Winston-Salem State University  
Human Resources  
601 Martin Luther King Jr Dr  
Winston-Salem NC 27110

University of the Virgin Islands  
Human Resources  
RR 2, Box 10,000  
Kingshill St Croix USVI 00850-9781

Virginia Union University  
Human Resources  
1500 North Lombardy St  
Richmond VA 23220

Wilberforce University  
Human Resources  
PO Box 1001  
1055 N Bickett Rd  
Wilberforce OH 45384-1001

Xavier University of Louisiana  
Human Resources  
1 Drexel Dr  
New Orleans LA 70125

**Organizations with Recruitment Services for  
Women, Minorities, Handicapped, and Veterans**

American Council on Education  
Human Resources  
One Dupont Circle, NW Suite 300  
Washington, DC 20036-1110

American College Personnel  
Association  
Human Resources  
One Dupont Circle, NW, Suite 300  
Washington, DC 20036-1110

The Ohio Rehabilitation Services  
Commission  
Human Resources  
400 E. Campus View Blvd  
Columbus, OH 43235-4604

Women's Resource Center  
Attn: Job Listings  
University of Utah  
200 South Campus Dr. Rm 29.  
Salt Lake City, UT 84112

National Association of Colleges  
and Employers  
Human Resources  
62 Highland Ave.  
Bethlehem, PA 18017-9085

The Retired Officers Association  
Human Resources  
201 N. Washington St.  
Alexandria, VA 22314

The Women's Review of Books  
Center for Research on Women  
Wellesley College  
Human Resources  
Wellesley, MA 02481

The Black Scholar  
Human Resources  
PO Box 2869  
Oakland, CA 94609

### Colleges with Significant Numbers of Hispanic Students

Baruch College-CUNY  
Human Resources  
151 East 25 St.  
New York, NY 10010-5585

California State University-Long  
Fresno  
Human Resources  
5241 North Maple Ave  
Fresno, CA 93740

City College of New York (CUNY)  
Human Resources  
138<sup>th</sup> St. & Convent Ave  
New York, NY 10031

Mount Saint Mary's College  
Human Resources  
12001 Chalon Rd  
Los Angeles, CA 90049

Our Lady of the Lake University  
Human Resources  
411 SW 24<sup>th</sup> St.  
San Antonio, TX 78207-4689

Brooklyn College-CUNY  
Human Resources  
2900 Bedford Ave  
Brooklyn, NY 11210-2889

California State University-Los  
Angeles  
Human Resources  
5151 State University Dr  
Los Angeles, CA 90032-8240

New Mexico Highlands University  
Human Resources  
PO Box 48  
Las Vegas, CA 87701

Texas A & M International  
University  
Human Resources  
201 University Blvd.  
Laredo, TX 78041-1900

California State University-  
Bakersfield  
Human Resources  
9001 Stockdale Highway  
Bakersfield, CA 93311-1099

- Hunter College-CUNY  
Human Resources  
695 Park Ave  
New York, NY 10021

New Mexico State University-Main  
Human Resources  
PO Box 30001  
Las Cruces, NM 88003-0001

Texas A & M University-Corpus  
Christi  
Human Resources  
University Services Center #121  
6300 Ocean Dr

Agnes Scott College  
Human Resources  
141 East College Ave.  
Decatur, GA 30030

College of St. Catherine  
Human Resources  
2004 Randolph Ave.  
St. Paul, MN 55105

Lesley College  
Human Resources  
29 Everett St.  
Cambridge, MA 02138-2790

Barnard College  
Columbia University  
Human Resources  
3009 Broadway  
New York, NY 10027-6598

Columbia College  
Human Resources  
Columbia, SC 29203

Madonna University  
Human Resources  
36600 Schoolcraft Rd  
Livonia, MI 48150-1173

Bennett College  
Human Resources  
900 East Washington St.  
Greensboro, NC 27401-3239

Converse College  
Human Resources  
580 East Main St.  
Spartanburg, SC 29302

Marymount College  
Human Resources  
100 Marymount Ave.  
Tarrytown, NY 10591

Bryn Mawr College  
Human Resources  
101 North Merion Ave.  
Bryn Mawr, PA 19010-2899

Emmanuel College  
Human Resources  
400 The Fenway  
Boston, MA 02115

Marywood College  
Human Resources  
2300 Adams Ave  
Scranton, PA 18509

Caldwell College  
Human Resources  
9 Ryerson Ave.  
Caldwell, NJ 07006

Georgian Court College  
Human Resources  
900 Lakewood Ave.  
Lakewood, NJ 08701

Meredith College  
Human Resources  
3800 Hillsborough St.  
Raleigh, NC 27607-5298

Carlow College  
Human Resources  
3333 Fifth Ave.  
Pittsburgh, PA 15213

Goucher College  
Human Resources  
1021 Dulaney Valley Rd.  
Towson, MD 21204

Mills College  
Human Resources  
5000 MacArthur Blvd.  
Oakland, CA 94613-1301

Chatham College  
Human Resources  
Woodland Rd.  
Pittsburgh, PA 15232

Gwynedd-Mercy College  
Human Resources  
Summeytown Pike  
Gwynedd Valley, PA 19437

Mississippi University for  
Women  
Human Resources  
Whitfield Hall, 2<sup>nd</sup> Floor  
W-Box 1609  
Columbus MS 39701

College of Mt. St. Joseph of the  
Ohio  
Human Resources  
5701 Delhi Rd.  
Cincinnati, OH 45233-1670

Hollins University  
Human Resources  
PO Box 9628  
Roanoke, VA 24020-1620

Molloy College  
Human Resources  
100 Hempstead Ave  
Rockville Centre, NY 11571-  
5002

College of New Rochelle  
Human Resources  
29 Castle Place  
New Rochelle, NY 10805

Hood College  
Human Resources  
401 Rosemont Ave.  
Frederick, MD 21701-8575

Moore College of Art & Design  
Human Resources  
20<sup>th</sup> St. & The Parkway  
Philadelphia, PA 19103-1179

College of St. Benedict  
Human Resources  
Main 230  
St. Joseph, MN 56374

Lake Erie College  
Human Resources  
391 w. Washington St.  
Painesville, OH 44077

Mount Holyoke College  
Human Resources  
50 South College St.  
South Hadley, MA 01075-1453

Mount Mary College  
Human Resources  
2900 N. Menomonee River Prky.  
Milwaukee, WI 53222-4545

Salem College  
Human Resources  
Winston-Salem, NC 27108

Sweet Briar College  
Human Resources  
Sweet Briar, VA 24595

Nazareth College of Rochester  
Human Resources  
4245 East Ave.  
Rochester, NY 14610

Seton Hill College  
Human Resources  
Seton Hill Dr.  
Greensburg, PA 15610

Texas Women's University  
Human Resources  
1219 Oakland St.  
Denton, TX 79204

Ursuline College  
Human Resources  
2550 Lander Rd.  
Pepper Pike, OH 44124

Regis College  
Human Resources  
235 Wellesley St.  
Weston, MA 02193-1571

Smith College  
Human Resources  
Northampton, MA 01063

Wellesley College  
Human Resources  
106 Central St.  
Wellesley, MA 02181

Rosemont College  
Human Resources  
1400 Montgomery Ave.  
Rosemont, PA 19010

Spelman College  
Human Resources  
350 Spelman Lane, SW  
Atlanta, GA 30314-4399

Wheaton College  
Human Resources  
Norton, MA 02766-0930

Russell Sage Women's College  
Human Resources  
45 Ferry St.  
Troy, NY 12180

Stephens College  
Human Resources  
1200 E. Broadway  
Columbia, MO 65201

William Woods College  
Human Resources  
200 West 12<sup>th</sup> St.  
Fulton, MO 65251-1098

**NARRATIVE STATEMENT FOR FCC FORM 396,  
BROADCAST EQUAL EMPLOYMENT OPPORTUNITY PROGRAM REPORT**

The Ohio University Telecommunications Center operates the following noncommercial educational public broadcast stations: WOUB-TV/DT, WOUC-TV/DT, WOUB-AM, WOUB-FM, WOUC-FM, WOUH-FM, WOUL-FM, and WOUZ-FM.

The Telecommunications Center strives to achieve broad and inclusive outreach in making employment decisions. All persons at the Ohio University Telecommunications Center making employment decisions with respect to recruitment, evaluation, selection, promotion, compensation, training, and termination of employees are responsible for ensuring that no person is discriminated against in employment because of race, color, religion, national origin, or sex. The Telecommunications Center follows all policies and procedures of Ohio University, an instrumentality of the State of Ohio, for hiring and EEO.

During the two-year period prior to filing this application, the Telecommunications Center has achieved broad and inclusive outreach through several initiatives. One limiting factor in conducting outreach activities has been the implementation of a hiring freeze by Ohio University since February 17, 2003. Classified (hourly) and administrative positions must be approved by the Ohio University Executive Hiring Committee. For detailed information, please see [http://www.uhr.ohiou.edu/whatsnew\\_hiring\\_freeze.htm](http://www.uhr.ohiou.edu/whatsnew_hiring_freeze.htm).

While the hiring freeze limits the recruiting ability of the Telecommunications Center, the Telecommunications Center actively participates in career and recruitment events designed to expose potential applicants to career opportunities in broadcasting. Examples of these events are detailed in the EEO Public File Report.

The Telecommunications Center, in conjunction with the Ohio University School of Telecommunications, also provides a graduate masters degree program for women and people of color to obtain a degree in public broadcasting management. This program (one year of study) has been ongoing since 1981. Nearly 100 public broadcasting professionals have been trained to return to a career with specialized skills through course work in the School of Telecommunications and professional work at the Telecommunications Center. The students receive \$15,000 plus tuition for four quarters. Requirements for this program are three years of full-time work in public broadcasting, and a baccalaureate degree, with at least a 2.5 grade point average. Originally funded by the Corporation for Public Broadcasting (CPB), the costs are now absorbed by Ohio University since funding from CPB ceased. Ohio University has supported this effort solely for at least ten years.

The Telecommunications Center acknowledges the significance and the important contributions of women and minorities. The Center provides systems and structures to support and promote full, fair, and respected participation of all employees and

constituents. We hold as paramount the dignity of all people, and purposefully strive toward their complete acceptance, participation, and interdependence. We believe that all should be treated with dignity and respect. Our commitment to a just and diverse community is rooted in the recognition that Ohio University and the Telecommunications Center are comprised of groups with varied socio-cultural backgrounds and experiences. Discrimination, prejudice, and inequity negatively influence the personal, intellectual, and social development of all citizens. In view of that fact, the Telecommunications Center works to eliminate unacceptable behaviors, and makes every effort to provide an atmosphere where women and minorities are accepted and can develop to their fullest potential.

The Telecommunications Center continually evaluates station practices, has established and uses equitable policies, implements compatible procedures, and develops proactive programs, all in an endeavor to challenge any values and behaviors found unsuited with our commitment as an inclusive department at Ohio University. Minority producers and female producers have long been among the brightest lights on our marquee.

Gender and minority mainstreaming are essential components of the Ohio University Board of Trustees, the Affirmative Action Policy, and the Applicant Survey Form. Ohio University has mandated the increased hiring of minorities and provides financial resources toward those in the category of Underserved Faculty and Staff. Southeastern Ohio, where the stations are located, has only about a four percent minority population.

**EQUAL EMPLOYMENT OPPORTUNITY POLICIES OF  
OHIO UNIVERSITY TELECOMMUNICATIONS CENTER STATIONS:  
WOUB-AM, WOUB-FM, WOUC-FM, WOUL-FM, WOUH-FM,  
WOUZ-FM, WOUB-TV/DT & WOUC-TV/DT**

**I. GENERAL POLICY**

It is the policy of Ohio University's broadcast stations to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, or physical handicap in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination.

It is the stations' policy to promote the realization of equal employment opportunity through a positive, continuing program of specific practices designed to ensure the full realization of equal employment opportunity.

Ohio University is licensee for stations WOUB-AM, WOUB-FM, WOUC-FM, WOUL-FM, WOUH-FM, WOUZ-FM, WOUB-TV/DT, and WOUC-TV/DT. To ensure conformance with the Rules and Regulations of the Federal Communications Commission, the following practices have been developed specifically for the University broadcast stations and will be carried out within the broader framework of the Ohio University Affirmative Action Program.

**II. RESPONSIBILITY FOR IMPLEMENTATION**

The administration of the general University Affirmative Action Program is the responsibility of the Assistant to the President for Equal Opportunity Programs. The University administrative unit responsible for operation of the University stations is the Ohio University Telecommunications Center ("the Center"). The Center Director will review operation of the program on a continuing basis with the Assistant to the President. It is also the responsibility of all persons making employment decisions and recommendations with respect to recruitment, evaluation, selection, promotion, compensation, training, and termination of employees to ensure that the University's and the Center's policies and programs are adhered to and that no person is discriminated against in employment because of race, color, religion, national origin, sex or physical handicap.

### **III. POLICY DISSEMINATION**

To ensure that all members of the Center staff are cognizant of this policy and their individual responsibilities in carrying it out, the following notice is posted prominently in the stations' office:

*Ohio University's public radio and television stations are operated by the Telecommunications Center. Ohio University is an affirmative action/equal opportunity employer. Persons who believe they have been discriminated against by these stations on account of race, color, religion, national origin, sex, or physical handicap are encouraged to bring the matter directly to the attention of the Ohio University Assistant to the President for Equal Opportunity Programs, the Ohio Civil Rights Commission, 220 Parsons, Columbus, Ohio 43215, or the Federal Communications Commission, Washington, D. C. 20554.*

Periodically, and at least twice a week, an announcement is broadcast on all stations that the stations and Ohio University are equal opportunity employers.

### **IV. RECRUITMENT**

The role of recruitment is the hiring of the most qualified individual available after the completion of a position posting. The posting of contract and civil service position openings will be through standard Ohio University procedures pursuant to Ohio University Procedure No. 40.120. This procedure will ensure the distribution of vacancy information to the Ohio Employment Services, and Black Colleges and Universities in the United States.

As an additional measure, the Center will distribute appropriate contract and civil service openings to such placement offices as are included in attachment B to this policy.

The member stations of the Public Broadcasting Service and National Public Radio will also receive information for distribution to their staffs.

When the nature of the position dictates or when the above procedures fail to elicit a qualified candidate, media advertisements may be placed in such periodicals as Broadcasting, Current Magazine, and the ETV Newsletter.

Present employees, particularly minority and female employees, are encouraged to refer minority and female candidates for existing and future job openings.

A written resume will be required from all contract position applications.

## **V. SELECTION AND HIRING**

The Director of the Center will be responsible for all hiring decisions. Further, the Center will file a Recruitment Report for each contract vacancy with the Ohio University Assistant to the President for Equal Opportunity Programs as successful candidates are identified. No contract will be issued until the Recruitment Report is approved.

Any test administered to job applicants will be job-related. No qualifications for particular jobs will be required other than those reasonably necessary for the performance of the job.

All applicants, including minorities and women, not qualified for particular jobs will, nevertheless, receive careful consideration if they appear to be qualified and well motivated.

## **VI. PLACEMENT, PROMOTION AND TRAINING**

The Director of the Center will make decisions on placement, promotion, and other employment matters at the Center. The Director will ensure that all employees, including minorities and women, are treated equally in placement, promotion, training, pay, working conditions, demotion, layoff, and termination.

Lower paid employees will be interviewed as to their interests in and qualifications for higher paid positions. Such persons showing appropriate interest and skill potential will be afforded training opportunities to qualify themselves for higher paid positions to the extent practicable.

Whenever an employee is promoted, demoted, laid off, or terminated, the reasons therefore will be described in a memorandum.

Part of the Ohio University Board of Trustees approved mission statement for the Center reads as follows: Broadcasting activities will be conducted in close cooperation with the degree programs in radio and television in order to provide laboratory facilities and related support for students.

Pursuant to that mission statement, the Center maintains a staff of volunteer and paid student trainees numbering over 250. The basic prescription that there will be no discrimination against any individual for any reason applies to the student training program.

## **VII. ADMINISTRATION AND RECORDS**

The Center Director will be responsible for maintaining information for the following reports:

1. An Availability Survey: the minority and female work force in the stations' recruitment area.
2. Employment Survey: Essentially the same as the annually required FCC Annual Employment Report but updated when appropriate for license renewal or modification.
3. Job Hires: an analysis of recruitment techniques and job applications to ensure that a sufficient number of qualified minorities and women are applying for available positions in the 12-month period preceding license renewal.
4. Effectiveness of Equal Employment Opportunity Policies: an analysis of the effectiveness of these policies and their impact on the stations' work force.

Records described herein will be kept in the stations' files for at least three years.

The Director of the Center bears overall responsibility for the Center's equal opportunity program. The Center's Director will review operation of the program on a continuing basis to ensure its full implementation and effectiveness. Any complaints of discrimination will be reviewed in association with the University's Affirmative Action Officer and a memorandum will be prepared, setting forth the results of the review and its disposition, to be brought to the attention of the Director of the Telecommunications Center.